

DRAYTON PARISH COUNCIL

MEETING MINUTES

Monday 18th July 2022 at 7.30pm at King George V Pavilion, King George V Playing Field, Drayton High Road, Drayton, NR8 6AW.

Councillors present: Cllrs G Everett, A Taylor, J Anderson, N Quinsey, H Kisby, K Morgan, C Brown.

1. Apologies and consideration for approval of absence.

Apologies for absence were received and approved for Cllr A Crotch and Cllr J Edward-Smith.

2. Members' declarations of interest and requests for dispensations.

If you have a Disclosable Pecuniary Interest in a matter to be discussed and it relates to something on your Register of Interests form, then you must declare an interest. You may not participate in discussion or vote on the matter.

You have a Personal Interest in a matter to be discussed if it affects:

- Your wellbeing or financial position
- That of your family or close friends
- That of a club or society in which you have a management role

In these instances, you must declare a personal interest and may speak on the matter only if members of the public are also allowed to speak at the meeting, however you may not vote in the matter.

3. To receive any questions or comments from members of the Public on matters on the agenda. No members of the public were present.

The Council may consider that in accordance with the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded during consideration of the following items due to their confidential nature.

4. Staffing Committee

a. To receive and approve recommendations from the Staffing Committee with respect to staffing matters.

The Chair of the staffing committee informed the members that there was a requirement to restructure the hours and responsibilities of the Clerk/RFO and Assistant Clerk to provide greater flexibility with regards to the management of the office.

The three options that had been considered by the committee were then highlighted:

Option 1: For the role of Clerk, reduce from 32 hours to 22, up to a maximum of 25 hours as required. Merge the Assistant Clerk role with the Responsible Financial Officer role. Increase the hours from 15 to 22 hours with the salary scale point adjusted accordingly.

Option 2: Reduce the hours of the Clerk/RFO and consider the employment of a third member of staff.

Option 3: Maintain the role of Assistant Clerk, and recruit for a new Clerk and RFO.

At 7.40pm the Clerk left the meeting to allow for an open discussion.

At 8.10pm the Clerk returned to the meeting.

The Chairman then gave the following proposal for approval by the Council:
The working hours of the Clerk and Proper Officer of the Council reduce from 32 hours to 22, up to a maximum of 25 hours as required. The Assistant Clerk role is merged with RFO. Working hours increase from 15 to 22 hours with the SCP adjusted accordingly up to a maximum of 26, to commence from the 6th September 2022. **At the request of the Chairman a recorded vote was held. Cllrs Anderson, Everett, Kisby, Morgan, Quinsey and Taylor voted in favour of the proposal with Cllr Brown abstaining**

It was further proposed for documents covering the new job description, contract of employment and the office opening hours to be circulated in due course. **At the request of the Chairman a recorded vote was held. Cllrs Anderson, Everett, Kisby, Morgan, Quinsey and Taylor voted in favour of the proposal with Cllr Brown abstaining**

5. Exchange of Information / Matters for next agenda.

Clerk to disseminate the dates for staff holidays.

Item for August PCM: Thorpe Marriott Village Hall, regarding charges incurred.

Item for August PCM: Update from Broadland and Norfolk County Council regarding the public consultation for Carter Road.

Item for August PCM: Update regarding the closure of the Barclays Bank Branch within Drayton.

Item for August PCM: Invite Cllr Kisby to join the Staffing Committee.

6. Dates for next meetings:

11th August 2022 Parish Council Meeting

8th September 2022 Parish Council Meeting

15th September 2022 Environment and Highways Committee

22nd September 2022 Strategy Working Group

29th September 2022 Open Spaces and Property Committee

Meeting closed 8.23pm.